



T H E C I L

*****JOB ANNOUNCEMENT*****

Position:	Bilingual (Spanish/English) Program Coordinator
Hours:	Full-time (1.00 FTE...37.5 hours/week)
Salary:	\$40,000
FLSA Status:	Non-Exempt
Supervisor:	Program Manager
Location:	Primarily Fruitvale/East Oakland

Who We Are

Founded in 1972 in Berkeley, California, the Center for Independent Living (TheCIL) emerged from the Independent Living Movement of the 1960s as a powerful force for change. A pioneer in the fight for equal access for people with disabilities, TheCIL has successfully advocated for the passage of laws and the creation of systems that offer those with disabilities the same opportunities enjoyed by those without disabilities. We are now committed to bringing about a paradigm shift in the way people with disabilities are perceived by themselves and by society at large.

The possibilities for people with disabilities to achieve are virtually limitless. TheCIL seeks to demonstrate the power, productivity, and leadership that people with disabilities can bring to the table.

What We Do

TheCIL connects people with disabilities with resources and opportunities to pursue their purpose.

Our Guiding Principles:

- People with disabilities are the best experts on their lives
- The strongest and most vibrant communities are those that include and embrace disability

Summary: The Bilingual Program Coordinator will lead the development of community -specific programming in the Fruitvale/East Oakland catchment and will provide TheCIL's core services, which promote independent living for persons with disabilities. The Coordinator must have the expertise to interpret and translate between English and Spanish.

Essential Functions:

- Assess Fruitvale/East Oakland communities' needs and design and implement community-specific programming accordingly
- Plan events, services, and activities with attention to task completion, outcomes tracking, relevant deadlines, milestones, and reporting processes
- Lead the development and expansion of CIL programming, mission and vision into the Fruitvale/East Oakland catchment area
- Establish long-term relationships with public and private sector influences and donors in the community to build new partnerships and funding opportunities
- Provide core services to persons with disabilities. Core services include: independent living skills training, peer counseling, advocacy, personal assistant services, housing search, information and referral, etc.
- Refer consumers to other TheCILstaff as appropriate. Work with other TheCIL staff to ensure smooth service delivery.
- **MUST BE ABLE TO READ, WRITE, TRANSLATE, AND INTERPRET SPANISH**

Other Duties:

- Provide access to Spanish-speaking persons with disabilities to CIL services and programs by being available as a Spanish-speaking staff person and a peer
- Maintain complete, accurate, and up-to-date consumer records as outlined in CIL standard operating procedures.
- Provide outreach so that **Spanish-speaking community**, area residents, community leaders, community organizations,

churches, schools, and businesses are aware of the services available

- Establish and maintain working relationships with various agencies to facilitate the coordination of benefits and services to persons with disabilities
- Compile any required periodic reporting as requested by Program Manager
- Communicate community needs to the Program Manager
- Attend regular staff meetings and trainings
- Other reasonable duties as assigned by Program Manager
- Translate documents to Spanish for organization and for Spanish-speaking consumers with disabilities

Qualifications:

- Bilingual/bicultural required
- Ability to be a peer counselor
- In-depth knowledge of Independent Living history and philosophy preferred
- Strong research capabilities
- Ability to take initiative and to work independently and in a self-directed manner
- Excellent communication, interpersonal, and organizational skills
- Experience in service/advocacy organization preferred
- BA or equivalent work experience
- Excellent written and oral communication skills, both in English and in Spanish
- Excellent computer skills in MS applications, email and Internet

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- Must be able to communicate and exchange accurate information via telephone, email and in person with community members that visit CIL's offices for appointments and information and referrals.
- Travel to other agencies and organizations
- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or other move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The worker is not substantially exposed to adverse environmental conditions.

Application Procedures:

1. Send your resume to hr@thecil.org
2. Announcement may close at any time. Reply as soon as possible.
3. Unless inquiring about reasonable accommodations, **NO PHONE CALLS PLEASE!**

If you need reasonable accommodation for any part of the application and hiring process, please notify the People and Organizational Development Manager at (510) 841-4776 X3150 or email hr@thecil.org. Determinations on requests for reasonable accommodation will be made on a case-by case basis.

CIL Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran. Persons with disabilities, veterans, women and minorities are encouraged to apply.

CIL is an E-Verify participating employer.

As part of the employment process at the Center for Independent Living, we will request that you complete financial disclosure forms. This information is required to be gathered from all new employees to comply with certain New Market Tax Credit program requirements, under which program the Center for Independent Living has benefited. All information submitted will be kept strictly confidential.

